



Job Description

Job Title: Catering Lead for Residential Services

POSCODE:NCT0033

Grade: H

Overall Purpose of Role

To provide catering and independence training to children living at Welford and Arnold House.

To ensure that all homes across the service are meeting the requirements under Health and Safety and Food Hygiene Legislation. This to include ensuring a deep clean and the requisite report and certification is completed annually in all five homes across the service.

To line manage the two other cooks in the service to ensure that the catering facilities across the service are of a high standard and that they meet the needs of the young people living in the homes.

To monitor and advise on the catering budgets across the service to ensure best use of funds.

Main Accountabilities

1	Responsible for the day-to-day running of the kitchens at Welford and Arnold House, ensuring compliance with registration and legislative requirements at all times.
2	Responsible for ordering of all aspects, storage, and stock control at Welford and Arnold House and oversight of these functions across the homes.
3	Responsible for ensuring that health and safety standards are met in the kitchens across the service, including reporting shortfalls to management. This includes annual deep cleans and the requisite certification and report for each home.
4	Responsible for the supervision of food preparation by the children living in the two homes and for developing their independence skills in respect of budgeting for and preparing healthy meals.
5	Ensure the correct and economical use of materials and equipment and robust oversight of the catering budgets across the service.
7	Supervise the cooks in the service in accordance with the department's formal supervision system and/or provide indirect supervision (by giving day to day advice and guidance) to enable them to operate more effectively, enhancing their knowledge, skills and performance.
8	Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.

9	Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.
10	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
Recognised Catering Qualification (City and Guilds) NVQ level 3	Food safety and Hygiene Level 3 City and Guilds 7061 Catering qualification or equivalent.	Essential
Educated to GCSE standard or equivalent professional qualification or business experience		Essential

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge:		
	Knowledge of food hygiene and food safety legislation.	Essential
	Knowledge of nutrition and dietary requirements.	Essential
	Knowledge of safeguarding and relevant childcare legislation and Children's homes Regulations.	Essential
Skills:		
	Interpersonal and communication skills sufficient to work effectively with children and colleagues.	Essential

	Ability to produce accurate records.	Essential
	Ability to build positive relationship with young people who have experience trauma and adverse childhood experiences. Ability to ensure that the young peoples' choice is taken into account and incorporated into daily menus and food preparation.	Essential Essential
	Ability to educate and train young people and staff.	Essential
	The ability to prepare a range of foods which meet the cultural and religious needs of all.	Essential
	Supervisory and management skills in relation to catering staff and catering budgets	Essential
	Ability to recognise the importance of and maintain confidentiality.	Essential
	Able to work on own initiative and make informed decisions where appropriate.	Essential
	Willingness to undertake appropriate training and to regularly update.	Essential
Experience:	Extensive and varied experience in catering services including budgeting, menu planning, stock control and stock rotation.	Essential
	Experience in undertaking extraction and flu deep cleaning and preparing the requisite reports and certificates.	Essential
	Experience of managing a team of people.	Essential
	Experience in report writing and keeping accurate and up to date records.	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding <i>(include for roles working with children/vulnerable adults)</i>	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level	
What DBS Level is required for this post?	
None	<input type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input checked="" type="checkbox"/>

Working Arrangements	
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	<input checked="" type="checkbox"/>
Flexible	<input type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>